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Senate Minutes

Kutztown University Senate

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December 1, 2016
ACADEMIC FORUM 102

Present: A. Arnold., D. Aruscavage, D. Beougher, K. Bremer, M. Cardozo, A. Christman, K. Clair, J. Conahan, A.M. Cordner, C. DeMarco, S. Dewey, S. Doll-Myers, R. Flatley, A. Fu, J. Garcia, G. Bamberger (sub. For M. Gober), K. Hawkinson, K. Hudak, D. Immel, L. Irving, D.A. Johnson, D.B. Johnson, M. Johnston, Y. Kim, B. Kronenthal, D. Lea, L. Levine, J. Lizza, M. Maksy, G. Muugi, L. Norris, R. Perkins, V. Reidout, W. Rogers, J. Ronan, M. Scheuing, J. Schlegel, C. Shim, R.L. Smith, T. Scott, J. Van Wyk, A. Vogel, C. Walck, T. Wong, A. Zayaitz

Absent: E. Johnson, A. Morris, A. Pfeiler-Wunder, B. Sharkin, T. Stahler, T. Williams

Guests: N. Becker, T. Bernstein, A. Garrison, W. Hilton, D. Mace, J. Silberman, C. Weiler, C. Wells, M. White, T. Witryk, N. Wunderly

I. Call to Order

University Senate President J. Schlegel called the meeting to order at 4:10 PM.

II. Announcements – J. Schlegel

A. Food Donations: Are much appreciated and will be sent to Friend, Inc. for KU students.

B. Commencement: This semester's sole commencement ceremony is December 17, 9 AM.

C. Enrollment Management: Dr. Warren Hilton, VP of Enrollment Management, is hosting Tom Green to hold a Strategic Enrollment Management workshop for Faculty on Tues. Dec. 6, 1:30, MSU 250.

III. Approval of Agenda – J. Schlegel

Any objection to the Agenda? None. Agenda approved.

IV. Approval of the Minutes – J. Schlegel

Any substantive corrections to the Nov. 3, 2016 minutes? None. Minutes approved.

V. Approval of Graduates for December 2016 - J. Schlegel

Names for candidates for December graduation have been distributed. Senate's most honored responsibility is to approve undergraduate and graduate candidates who will have completed their degree requirements to graduate. J. Van Wyk moved, M. Gallagher seconded, to approve those students for graduation on December 17, 2016. Motion approved unanimously.

VI. Senate Officer Elections - A. Christman

J. Schlegel thanked the Nominations Committee (A. Christman, Chair, J. Garcia, J. Lizza) for their good work. She had sent Senators an email informing all that although one Senator had been nominated for Secretary, that person respectfully declined, leaving no nominees. J. Schlegel asked if there was a motion to suspend the rules on term limits for this election. K. Bremer moved, D. Aruscavage seconded. This requires a 2/3 majority. Motion approved.

Nomination for University Senate President:

A. Christman: A. Arnold and V. Reidout were nominated for University Senate President. V. Reidout respectfully declined.

J. Schlegel opened the floor for further nominations. None. Floor closed.

A. Arnold stated that he would continue the work of the current President. He will focus on more connection between academic committees and the Senate.

A. Arnold was excused for the vote. The Nominations Committee distributed ballots. By a show of ballots, A. Arnold was elected President of University Senate. The President-Elect is invited to shadow the Senate Executive team during the Spring semester.

Nomination for University Senate Secretary:

The floor was opened for nominations. J. Ronan nominated L. Norris, who accepted. No other nominations; the floor was closed. L. Norris was then excused for the vote. By a show of ballots, L. Norris was elected Secretary of University Senate.

VII. Old Business

None.

VIII. New Business

A. ACA-054: International Undergraduate Tuition Waivers - N. Becker, A. Garrison

J. Schlegel: Senators received copies of current and proposed versions of ACA-054 by the Academic Standards and Policy Committee (ASPC), with Rationale for the revisions.

Discussion:

R.L. Smith: Section D: no mention of winter or summer sessions.

N. Becker: No tuition waivers for winter session; summer considered separately.

T. Wong moved to amend the first sentence of the policy: replace "or" with "and": "students who demonstrate academic achievement and financial need." Second, A. Fu. Amendment passed.

T. Wong: Did no one get a full waiver this year?

N. Becker: No one was eligible because the criteria were too high; revised policy addresses this.

J. Van Wyk: Are there other waivers for International Students?

N. Becker: Presidential Academic Honors and other academic scholarships; will explore further options.

N. Wunderly: A proposal to extend the out of state tuition reduction program to International Students beginning in Spring 2017 semester.

J. Schlegel: Any further discussion on this proposed policy as amended?

A.M. Corder moved to close discussion; second A. Fu.

Motion to approve ACA-054 as amended passed.

B. ACA-031: Admissions Guidelines for Undergraduate International Students - N. Becker, A. Garrison

J. Schlegel: Senators received copies of current and proposed ACA-031, from ASPC, with Rationale.

Discussion:

R.L. Smith: re: D.6: It is possible to reside in an English-speaking country and not speak English.

N. Becker: ACT/SAT tests are in English; transcripts also disclose information to ensure proficiency.

J. Lizza moved to replace all references to "you/your" with "the student;" second A. Zayaitz. Motion to amend approved.

D.A. Johnson: 1. re: housing requirement (IV): second sentence reads more like a promotional message than policy.

2. What is the appeal process for English proficiency?

N. Becker: Admissions Exceptions Committee

D.A. Johnson: That information should go into the policy.

N. Wunderly: That information is included in the Admissions letter to the Applicant.

G. Bamberger: re: Financial Resources (III): not consistent with ACA-054.

N. Becker: Good point, but not an Admissions issue. Students need to demonstrate need, less any amount of tuition waiver they may get.

A. Arnold moved to remove III: Financial Resources from the policy; second D. Aruscavage. Remove since it is not an Admissions issue. Motion to amend approved.

T. Wong: Admissions Criteria (I.5): should address college readiness, not just proficiency.

N. Becker: Transcripts are used to assess college readiness.

W. Hilton: Students have been successful; it's difficult in some countries to take ACT/SAT exams.

M. Gallagher: Moved to close discussion; second L. Norris.

J. Schlegel called for a vote; ACA-031 approved as amended.

C. ACA-025: Final Examinations - D. Mace, A. Garrison

J. Schlegel: Senators received copies of current and proposed ACA-025, from ASPC, with Rationale. Senators may speak twice to the motion, and for no more than three minutes.

Discussion:

K. Bremer: moved to amend proposed policy revision by striking all but D.1.: "The professor of record determines the nature of the final assessment. It is expected that he/she will choose the most effective method for assessing the learning outcomes for the course." Second, R.L. Smith.

L. Norris: That includes eliminating the requirement that Final Assessment be not more than 1/3 of the course grade?

K. Bremer: Yes.

M. Gallagher: That would put huge pressure on students.

A.M. Corder: Semester-long projects are appropriate in some instances.

M. Cordoza: Such projects can be broken down into graded segments.

S. Doll-Myers: Comm. Design courses often have exceptions. CD department supports proposed policy.

A. Fu: D.5: Specifies that when final assessments are changed (deviate from the syllabus), students must be notified in writing. This is very helpful.

D.A. Johnson: Proposed amendment is too radical, substantially changing the proposed policy. He called the question on the Amendment; second, A. Zayaitz.

J. Schlegel: Per Roberts Rules, no debate once the question is called and seconded. The body votes to cease discussion; requires 2/3 majority.

Motion to call the question approved; K. Bremer and J. Lizza opposed; 1 abstention.

With Discussion closed, vote to approve proposed amendment was taken. Motion failed.

Further discussion of proposed policy:

L. Levine: Her department has questions. 1. How is 15 teaching weeks determined?

2. Definitions, included in the revised document, are very helpful but were removed from proposed policy; they should be returned.

3. Must exceptions be approved repeatedly for the same course? That is a lot of work for Chairs.

D. Mace: Yes.

T. Wong: 1. Scheduling a face-to-face exam for blended courses is a problem.
2. Keeping office hours during exam week is our duty as stipulated by the CBA, but that doesn't belong in an academic policy.

D. Mace: 1. scheduling: Policy doesn't preclude final assessments beginning prior to week 15.
2. office hours: This addresses faculty who shirk their duties.

J. Lizza: 1. Policy doesn't account for online options.
2. Finals week can be used for take-home exams, presentations, papers, etc.
3. Why the 1/3 stipulation?

J. Schlegel: The current policy also states that Final Exam may count for more than 1/3 of final grade.

J. Schlegel: After congratulating D. Beougher on his appointment as Dean of LAS (applause), asked his perspective about requiring Deans to approve exceptions.

D. Beougher: It's useful to have conversations with Chairs when exceptions are needed, and especially to be informed in the event of discussions with students. Include Deans in the process if they have an active role to play.

D. Mace: Issue is not the approval of the form the exception takes. Essential revisions are the 1/3 stipulation and faculty presence during Final Exam week.

L. Levine: Need specification regarding 15th week.

K. Bremer: Remove references to weeks 14 and 15. Requiring office hours during Exam Week violates the CBA.

K. Bremer: Move to table the motion to approve ACA-025; second J. Lizza.

A. Arnold: is APSCUF aware of this stipulation in the policy?

J. Schlegel: APSCUF has reviewed and states that nothing in the proposed ACA-025 violates the CBA.

A. Vogel: What part of the CBA does this proposal violate?

K. Bremer: Arbitration determined the number of weeks for office hours and teaching.

Motion to table approved. D. Beougher, K. Bremer opposed.

D. Enrollment Management Bylaws - J. Ronan

J. Ronan pointed out the proposed changes in the Bylaws.

Discussion:

R.L. Smith: Editorial change: add "will have voting rights" at end of V.E.

K. Clair moved to close discussion; second L. Levine.

Motion to approve Bylaws passed.

IX. President, Committee Task Force Reports

A. Senate President's Report – J. Schlegel

No Report.

B. Senate Vice President's Report – J. Ronan

No report.

C. University President's Report – K. Hawkinson

1. Updates about progress on Strategic Initiatives have been posted to KU's website.

2. KU Women's Soccer is the Atlantic Regional Champion and advances to the Final Four in the National Championship, to be nationally broadcast. Wonderful accomplishments!
3. K. Hawkinson thanked all for their good work and wished everyone Happy Holidays.

D. Student Government Board (SGB) Report – M. Gallagher

1. SGB's 2017-18 budget has been approved; \$10 increase in student activity fees.
2. Elections have been held to fill six positions.
3. SGB will offer energy drinks and snacks to students in the library during Finals Week.

E. Institutional Climate Committee (ICC) Report- T. Bernstein, C. Weiler

C. Weiler: ICC is reorganizing and looking at its Bylaws. At last meeting, Bystander Training was discussed, led by N. Blicher.

T. Bernstein: two incidents involving KU students harassed in town by non-students raised issue of how to support someone who is being harassed.

C. Weiler: Dialogs led by moderators need to be held due to people not feeling safe on campus.

T. Bernstein: Also an opportunity to dialog across political positions.

A. Zayaitz: A presentation on this topic is taking place concurrent with the Senate meeting.

T. Bernstein: ICC is overdue to do another climate survey; they occur every five years.

J. Schlegel: Senate representative on ICC is T. Wong; please contact him with ideas and concerns.

VIII. As May Arise

A. Arnold: Should Senate form an ad hoc committee on the Final Exam policy?

J. Schlegel: Senate Executive Committee will consider.

W. Hilton: interested faculty are invited to a workshop (Dec. 6, 1:30-2:30) on recruitment and how to act on a Strategic Enrollment Management Plan on. A video recording of the workshop will be available for those interested but unable to attend.

IX. Adjournment:

A. Vogel moved to adjourn; second J. Van Wyk. Meeting adjourned at 5:59 PM.

Respectfully submitted:

L. Norris

Secretary, University Senate